AIRCRAFT DISPATCHER

UNIT 1 – RESOURCE ORDERS AND FLIGHT REQUEST SCHEDULES

STUDENT GUIDE

UNIT OBJECTIVES

1. Describe whether a mission is administrative or tactical.

2. Determine the type of form to be used when given a request for an aviation resource.

3. List five critical elements required to begin processing a Flight Request Schedule.

4. Determine the appropriate type of resource order(s) needed to process a tactical mission request.

5. List two sources of information available to assist in determining the most appropriate type of aircraft to be utilized for a requested mission.

6. Identify three possible sources for filling aircraft orders.

7. Identify the differences between Exclusive-Use and Call-When-Needed aircraft.

8. Identify two primary methods of describing a point location to a pilot.

9. Describe the difference between coordinates given in degrees/tenths/hundredths and degrees/minutes/seconds.

10. Convert one type of coordinate to the other.

RESOURCE ORDERS AND FLIGHT REQUEST SCHEDULES

I. ADMINISTRATIVE VERSUS NON-ADMINISTRATIVE FLIGHTS

A. Criteria

- Ordering procedures
- Flight following methods
- Pilot/aircraft carding and approvals
- Mission (Special-Use, Point-to-Point), etc.

B. Administrative Flights

- Point-to-Point flights–not mission-oriented or tactical in nature
- Above 500 feet AGL
- Ordered via a flight request
- Does not require 15-minute check-ins

C. Non-Administrative Flights

- Sole purpose: to transport personnel and/or cargo as the result of a resource order

- Point-to-Point Flight

- Above 500 feet AGL

- Logistical flight to move aircraft, crews, equipment, supplies, and/or overhead

D. Point-to-Point Flights

- Developed airport/heliport to developed airport/heliport

- Transport of personnel and/or equipment

- Administrative or non-administrative

E. Special Use

- Flights not meeting the definition of "Point-to-Point"
- PPE required when operating below 500 feel AGL
- Referred to as "Tactical"
- Administrative or non-administrative

F. Special-Use (Tactical Fire)

- Retardant
- Smokejumpers
- Infrared
- Lead Plane, Air Attack, Aerial Supervision Module (ASM)
- Helitack
- Resource order driven

G. Special-Use (Tactical Non-Fire)

- Cost comparison
- Flight request driven

H. Publications

- Interagency Airspace Guide
- Interagency Air Tactical Operations Guide
- National and Geographic Area Mobilization Guides
- FSH 5709.16 Flight Operations Handbook
- Interagency Lead Plan Operations Guide
- Interagency Air Tactical Group Supercisor Guide
- Interagency Helicopter Operations Guide (IHOG)

I. Aircraft Sources

- Exclusive-Use
- Call-When-Needed
  - Aircraft Rental Agreement (ARA)
  - USFS Contract
- Agency-Owned

J. Required Certification

- Pilots and aircraft must be qualified and certified for a specific mission
  - Bucket work
  - Longline
  - Retardant
  - Below 500 feet
  - Interagency fire

K. Exclusive-Use

- Contract between the government and a vendor for a specific aircraft to be used exclusively by the government for a designated period of time

L. Exclusive-Use Aircraft

- Helicopters
- Fixed-wing (Air Attack, Recon, etc.)
- Single Engine Airtanker (SEAT)
- Smokejumper aircraft
- Heavy airtanker (national contract)

M. USFS National Contracts–Call-When-Needed (CWN)

- Acquired through a national contract for temporary use
  - Type 1 helicopter
  - Type 2 helicopter
  - Large transports
  - Not "exclusive" to the government
  - May be used for private missions when not in "hired" status

N. Aircraft Rental Agreement (ARA)

- Temporary "rental" of an aircraft (no contract)
- May not exceed $25,000 per rental
- May be hired locally via a "Source List"

O. ARA Aircraft

- Type 3 helicopter
- Fixed-wing (air attack platform, recon, etc.)
- Single Engine Airtanker

P. Agency-Owned Aircraft

- Ordered through normal dispatch channels
- Qualifications of pilot and aircraft must meet the same criteria as Exclusive-Use, CWN, and ARA
- Smokejumper Aircraft
- Lead Plane
- Air Attack
- Helicopter

II. AIRCRAFT ORDERING PROCEDURES

A. Scenarios

SCENARIO 1: **Point-to-Point light from Ely, Nevada to Reno, Nevada to drop off two BLM employees for training.**

1. Determine Type of Mission?

   ☐ Administrative
   ☐ Non-Administrative
   ☐ Tactical Fire
   ☐ Tactical Non-Fire

2. Select the Appropriate Aircraft

a. Information Sources

- Use the flight request as a guide
- Lowest price is NOT always the least expensive
- Aircraft Identification Guide (NFES #2393)
- OAS Website
- Vendor

b. Factors to Consider

- Day/Night
- IFR/VFR
- Number of passengers

- Cargo-cubes & pounds

- Distance/Aircraft Speed

- Runway/Elevation

- Temperature/Weather

3. Determine Source

   - Local Unit (Contract or Agency-Owned)

   - Adjoining Units (Contract or Agency-Owned)

   - Aircraft Rental Agreement/CWN

4. Select Ordering Process

   a. Flight Request Form

b. Resource Order Form(s)

- Aircraft
- Helicopter
- Overhead
- Equipment

5. Complete the Flight Request Form

a. Supply the Cost-Account, Management Code(s)– Box 1

_____

b. Select the Flight Type

_____

c. Identify the Mission Objective/Special Needs

_____

d. Supply the Passenger/Cargo Information- Box 2

- Name/Type of Cargo

_____

_____

_____

- Pounds/Cubic Feet

_____

_____

_____

- Airport Information
  - Depart Airport

_____

  - Destination Airport

_____

  - Return To

_____

e. Flight Itinerary–Box 3

- Depart From

_____

- Arrive At/ETA

_____

6. Aircraft Information

   a. Select a Source/Vendor

      - Local
        - ARA/Contract
        - Agency-Owned
        - Exclusive-Use Contract

Your Choice: _____

      - Consult the ARA/Contract "Source List"

7. Complete Flight Request/Schedule with instructor.

8. Hazard Analysis and Dispatch/Aviation Manager Checklist

   a. Part I–Mission Flight Hazard Analysis

   b. Part II–Dispatcher/Aviation Management Specialist Checklist

   c. Part III–Approvals

SCENARIO 2: **Flight is ordered to transport overhead from Redding, California to Kalispell, Montana for a fire assignment.**

Date and time needed is today at 2200 MDT.

Point-to-Point light from Ely, Nevada to Reno, Nevada to drop off two BLM employees for training.

1. Determine Type of Mission?

   - ☐ Administrative
   - ☐ Non-Administrative
   - ☐ Tactical Fire
   - ☐ Tactical Non-Fire

2. Select the Appropriate Aircraft

SCENARIO 3: **A Special-Use helicopter flight is being requested by Lewistown Field Office, Montana BLM.**

The State Director and the Secretary of the Interior will be flying the Lewis and Clark Trail along the Missouri River Breaks.

1. Determine Type of Mission?

   - ☐ Administrative
   - ☐ Non-Administrative
   - ☐ Tactical Fire
   - ☐ Tactical Non-Fire

2. List special requirements for a Senior Executive Services flight.

_____

_____

_____

_____

_____

SCENARIO 4: **Type 3 helicopter, with crew, and bucket ordered for a fire on the Dechuttes National Forest for Initial Attack.**

No helicopters available on local unit.

Determine Type of Mission?

- ☐ Administrative
- ☐ Non-Administrative
- ☐ Tactical Fire
- ☐ Tactical Non-Fire

B. Exclusive-Use Helicopters

1. Helitack Crew- qualified to perform firefighting and helicopter support

2. Helitack Chase Truck

3. Vendor provides fuel truck

4. All of the above are included in the "A" request number

SCENARIO 5: **Type 2 helicopter needed for a fire on the Wasatch-Cache National Forest.**

No helicopters available on local unit.

Determine Type of Mission?

- ☐ Administrative
- ☐ Non-Administrative
- ☐ Tactical Fire
- ☐ Tactical Non-Fire

C. Call-When-Needed

1. Type 1 and Type 2 Helicopters are available under national contract

2. Must be ordered through the National Interagency Coordination Center (NICC)

D. Call When Needed Helicopters

1. Does not include dedicated crew or support vehicle

2. Requires a "module" prior to incident assignment

- Type 3- one helicopter manager plus two helicopter crew members

- Type 2- one helicopter manager plus three helicopter crew members

- Type 1- one helicopter manager

E. Air Attack/Lead Plane/Aerial Supervision

1. Aerial Supervision

- Supervision and coordination over incidents involving multiple aircraft or a mix of fixed- or rotor-wing aircraft

2. Functions of Aerial Supervision

- "On-scene" traffic manager
- Safety observer for ground personnel
- Recommends aircraft needs
- Recommends Temporary Flight Restrictions (TFRs)
- Develops and implements communications plan
- Makes tactical and logistical recommendations

3. Situations Requiring Aerial Supervision

- Congested airspace
- Multiple aircraft over incident

- Canadian or Modular Airborne Firefighting Systems (MAFFS)

- Adverse conditions (visibility, terrain, weather)

4. Positions that may perform aerial supervision

   - Air Tactical Group Supervisor (ATGS)

     – Most qualified and most common

   - Lead Plane (LEAD)

   - Airtanker Coordinator (ATCO)

   - Helicopter Coordinator (HLCO)

SCENARIO 6: **Two Air Attacks have been ordered for Nevada. One will be pre-positioned in Winnemucca, the other in Battle Mountain.**

One Air Attack with ATGS is available in Minden. The other will require ordering an Air Attack Platform and ATGS.

1. Determine Type of Mission?

☐ Administrative
☐ Non-Administrative
☐ Tactical Fire
☐ Tactical Non-Fire

2. Define what forms will need to be completed for this scenario.

_____

_____

SCENARIO 7: **An airtanker is being ordered for initial attack for a fire on the Shoshone National Forest in Wyoming.**

The closest airtanker is located in West Yellowstone, Montana and can be ordered direct due to an initial attack agreement between the units.

Determine Type of Mission?

☐ Administrative
☐ Non-Administrative
☐ Tactical Fire
☐ Tactical Non-Fire

F. Lead Plane or Aerial Supervision Module

1. Definition of Lead Plane Operations

- An aircraft that makes low-level passes through retardant drop areas to assess flight conditions, hazards, and to identify the target

- Works for the ATGS
- Authorized to fly below 500 feet

2. Specific Duties

- Communicates with airtanker pilots
- Checks for aerial hazards
- Assigns specific tasks to individual airtankers
- May perform ATGS functions
- Coordinates with ATGS for safe separation of aircraft
- Pilot must be qualified as “Lead Plane Pilot”
- May be a “Dual Role”

3. Situations Requiring a Lead Plane

- Dropping retardant in congested areas
- Multiple airtankers (more than two)
- Canadian airtankers
- MAFFS

SCENARIO 8: **A lead plane is being ordered for a fire outside of Grand Junction, Colorado.**

A lead plane is on duty at the Grand Junction Air Center.

Determine Type of Mission?

- ☐ Administrative
- ☐ Non-Administrative
- ☐ Tactical Fire
- ☐ Tactical Non-Fire

SCENARIO 9: **An initial attack load of smokejumpers has been ordered for a new fire in Southern Idaho.**

There is a load of eight available in Battle Mountain.

1. Determine Type of Mission?

   - ☐ Administrative
   - ☐ Non-Administrative
   - ☐ Tactical Fire
   - ☐ Tactical Non-Fire

2. What type of resource order?

   _____

SCENARIO 10: **A smokejumper booster has been placed to cover Battle Mountain.**

They are requesting an aircraft to deliver them and remain in Battle Mountain.

1. Determine Type of Mission?

   ☐ Administrative
   ☐ Non-Administrative
   ☐ Tactical Fire
   ☐ Tactical Non-Fire

2. What type of resource order(s)?

   _____

   _____

G. Other Aircraft Orders

1. Temporary Flight Restrictions

2. FAA Towers

3. Radio Frequencies

4. Reconnaissance Aircraft

5. Infrared Flights

H. Describing Locations

1. Township, Range, & Section (Legal)

2. Universal Transverse Mercator

3. Geographic Locations

4. Latitude and Longitude

a. World-wide methods of finding a location

☐ Loran or GPS

☐ Published on all aeronautical charts

☐ Written or Spoken

- Degrees, minutes, seconds

- Degrees, minutes, tenths or hundredths, or thousandths

- Degrees, tenths, hundredths, thousandths, or greater

e. What if the information is given in degrees, minutes, and seconds?

- ☐ You need the information in degrees, minutes, and tenths

- ☐ Seconds ÷ 1 minute = tenths

  - ▸ 15 seconds ÷ 60 = .25

NOTES